

Revised

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

August 5, 2003

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FROM: **AURELIO W. DE LA TORRE**, Director
 Purchasing Department

MARCEL TURNER, Director
 Human Resources Department

SUBJECT: AGREEMENTS FOR PSYCHOLOGICAL SERVICES

RECOMMENDATION:

1. Approve agreements listed to provide services countywide for pre-employment psychological exams as required by departments from August 5, 2003 to June 30, 2005.

	<u>Amount Not To Exceed</u>	<u>Agreement No.</u>
The Counseling Team	\$175,000	
Susan Saxe-Clifford, PhD.	\$ 75,000	

2. Authorize the Auditor/Controller-Recorder (ACR) to adjust appropriations, as detailed in the Financial Impact section, to reflect the proposed costs of services to the Sheriff's Department in 2003-04. (Four votes required)

BACKGROUND INFORMATION: On March 25, 2003, the Board of Supervisors authorized the issuance of a Request for Proposal (RFP) for psychological services. Pre-employment psychological screening of peace officer candidates is required pursuant to Government Code Section 1031(f). The RFP was posted on the county website and notices were mailed to 20 firms currently registered in Purchasing's vendor database.

Due to the specific nature of the services requested, only one response was received by the original due date. The RFP was extended for an additional two weeks, remained posted on the website, and notices were mailed again to the same 20 firms as the original notice. A second response was received by the extended deadline.

A committee comprised of representatives from Human Resources, Probation, and the San Bernardino City Police Department evaluated the proposals. The Sheriff's Department was not involved in the evaluation and selection process. The evaluation was based on the following criteria: cost; experience with governmental agencies; adequacy of firm's support staff; and ability to provide services in a timely manner. The committee concluded that both firms were adequately qualified to perform the proposed services for the county. The Counseling Team has been providing psychological services to the county for twenty years and Susan Saxe-Clifford, PhD. has been providing services to the county for four years.

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Based on the proposed cost of services, the committee recommends that The Counseling Team be awarded as the primary vendor for pre-employment/pre-arresting psychological evaluations and the provision of the following services: critical incident stress debriefing/24-hour trauma intervention; hostage-barricade negotiations incident support; counseling for employees and eligible dependents of the Sheriff's Department, including training and support to Peer Support Team and supervisors, for a total not to exceed \$175,000 aggregate cost. The committee recommends that Susan Saxe-Clifford, PhD. be awarded the psychological fitness for duty examinations as she was the only vendor to bid this service; provide additional services to hear any appeals on the primary vendor's evaluations; and additionally serve as a secondary vendor for pre-employment/pre-arresting psychological evaluations in case of volume overflow for a total not to exceed \$75,000 aggregate cost.

The Counseling Team cost for service is \$220 per pre-arresting or pre-employment examination, while Susan Saxe-Clifford, PhD. cost of service is \$319 per examination. To assure proper internal control, Human Resources Department will be responsible for paying all invoices for psychological services for the Sheriff's Department and will receive reimbursement from the Sheriff's Department.

The term of each agreement is for a period of two years, commencing on August 5, 2003, and ending on June 30, 2005, with an option to extend each agreement for one additional year. Each agreement includes a provision to terminate for non-performance with 15 days notice, or for any reason with 30 days notice.

REVIEW BY OTHERS: This item has been approved as to legal form by County Counsel (Jean-Rene Basle, Deputy County Counsel) on June 19, 2003; and reviewed by Risk Management (Rafael Viteri, Administrative Supervisor) on June 19, 2003; the County Administrative Office (Lynn Chacon, Daniel R. Kopp, Vicki Kratzke, and Mario Lara, Administrative Analysts) on July 30, 2003; the Sheriff (Robert Pepler, Undersheriff) on July 30, 2003; and Probation (Wesley Krause, Deputy Chief Probation Officer) on July 30, 2003.

FINANCIAL IMPACT: Cost for these services for 2003-04 will be approximately \$250,000 and are included in participating departmental budgets as follows: Sheriff's Department, \$166,000; Probation Department, \$75,000; and other departments \$9,000. The costs for these services will be budgeted in subsequent fiscal years. The Human Resources Department will process the payments for the cost of these services on behalf of the Sheriff's Department, which will be reimbursed to Human Resources by the Sheriff's Department. In order to allow sufficient appropriation to process the proposed payments for the Sheriff's Department, the 2003-04 Human Resources Department appropriation adjustments are requested as follows:

	Accounting Codes	Description	Amount
Increase	AAA-HRD-6000-200-2400	Services and Supplies	\$166,000
Increase	AAA-HRD-6000-541-5013	Intra Fund Transfers In	\$166,000

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this item based on the requirement for pre-employment psychological screening of peace officer candidates per Government Code Section 1031(f).

SUPERVISORIAL DISTRICT (S): All

Revised

PRESENTER: Terri Martinez, Contracts Administrator, Purchasing, 387-2069
Douglas Moreno, Section Manager, Human Resources, 387-5558

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